



# DEER VALLEY

*Unified School District*



## Deer Valley High School

### Parent/Student

### Handbook

18424 North 51st Avenue  
Glendale, Arizona 85308  
[dvhs.dvusd.org](http://dvhs.dvusd.org)

*The Mission of Deer Valley High School is to develop healthy, responsible students who think critically and are intellectually responsive to an ever-changing world.*

#### GOVERNING BOARD

Kimberly Fisher | Jenny Frank  
Ann O'Brien | Ann Ordway | Darcy Tweedy

#### SUPERINTENDENT

Dr. Curtis Finch

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

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Dear Skyhawk Families,

Welcome to Deer Valley High School! The administration, teachers and staff are looking forward to another exciting school year. Our goals this year will include continued student achievement academically, in the arts and in athletics. Deer Valley has a long-standing tradition of excellence. We will work diligently to ensure your student has the best high school experience and welcome your continued support in your student's success. While your student is now in high school, your guidance and encouragement is even more important. Guide your student to become involved in activities at school, from leadership roles to attending pep rallies. It is also the most common remark that our seniors make on their exit survey completed in May each year; "I wish I had been more involved in clubs/sports. It would have made school more interesting."

We have seen the increased reliance on our school website (<http://dvhs.dvUSD.org>) to improve communication within our community. Instead of printing and mailing home a newsletter, we post information on the website. We will also post our Parent and Student Handbook along with a calendar of events and other pertinent links. The District is joining us in reducing printing and paper usage by posting The Student Rights and Responsibilities Handbook online. We hope that you find this an easy way to access information by bookmarking our website in your internet favorites. We will also have printed copies of The Student Rights and Responsibilities Handbook in the front office upon request, if you would prefer to have one of those for easy reference.

PowerSchool continues to be our online grading and attendance program in which parents and students are able to access students' grades and attendance at any time from any computer. The Parent Single Sign-On feature enhances parent access by providing the ability to access all of their students' grades and attendance with a single account. Each parent/guardian will have the ability to create his/her own individual account. Parents can maintain their account preferences and recover login information if they forget their user name or password. We hope that you partner with us and use PowerSchool for attendance and grade checks on a regular basis. Parents also have an immediate email link to their students' teachers through PowerSchool. You may also have the system send you the daily announcements, attendance and grades on a periodic basis. Please contact your student's counselor for more information.

We require all students to have a school photo- identification badge. This assists our security, maintenance, and administration in keeping the campus safer and more secure. When students have their new school photos taken, we will provide all students with a new I.D. badge along with a clip at no cost. Identification badges must be in students' possession while students are on campus. We are asking for your support in this endeavor by reminding your student to have his or her I.D. before leaving for school. Campus safety and security is a priority. Thank you for sharing your student with us! Have a wonderful 2018-2019 school year. To the Class of 2019, make this your best year yet!

Sincerely,

**Kim Crooks**

Principal  
Deer Valley High School  
A+ School of Excellence

Follow us on Twitter @DVHSSKYHAWKS  
#TakeFlight

## QUICK DIRECTORY

Kim Crooks, Principal	602-467-6704
Paul Roskelley, Assistant Principal, Curriculum	602-467-6704
Wendy Doucet, Assistant Principal, Activities, Conduct	602-467-6736
Scott Warner, Assistant Principal, Athletics	602-467-6737
Front Office	602-467-6700
	602-467-6899
Attendance Office	602-467-6790
During School Hours	
During Non-School Hours	602-467-6707
Registration	602-467-6706
Records/Transcripts	602-467-6776
Health Center	602-467-6710
Counseling Office	602-467-6716
Special Education Office	602-467-6760
Bookstore	602-467-6770
Safe Schools Hotline	623-376-3268

### **DEER VALLEY FIGHT SONG**

Deer Valley Skyhawks we believe in you  
Through thick & thin our school will make it through  
Our spirits soaring high as you can see  
The blue and silver means success and victory  
And when our team comes out we'll yell for more  
And with our P.A.S.E. we're sure to raise the score  
The Skyhawks can't be beat, we're #1 champions  
Deer Valley High

### **Deer Valley Alma Mater**

Hail, Alma Mater, hail to thee.  
Loyal to Deer Valley – we will ever be.  
Proudly our banners wave, proclaiming our might.  
Cheer all together for silver, blue and white.



## DEER VALLEY UNIFIED SCHOOL DISTRICT 2018-2019 PreK-12 Instructional Calendar

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jul. 4 Independence Day Observed  
Offices Closed  
July 24 School Offices Open  
July 31 New Teachers Return

AUGUST						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2 Continuing Teachers Return  
**Aug. 7 First Day for Students**  
Aug. 24 Staff Dev. - Early Release

SEPTEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	30	24	25	26	27	28
						29

Sep. 3 Labor Day - No School  
Sep. 10 Fall Break Day - No School  
Sep. 21 Staff Dev. - Early Release

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct. 5,8 - Fall Break Days - No School  
Oct 12 End 1st Qtr  
Oct 12 Staff Dev. - Early Release  
Oct 15 -19 Parent Teacher Conference  
Oct 18 -19 Early Release (PK-12)

NOVEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov. 2 Staff Dev. - Early Release  
Nov. 12 Veterans Day Observed  
Nov. 21-23 Thanksgiving Recess

DECEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	30	31	25	26	27
						28
						29

Dec 7 Staff Dev. - Early Release  
Dec 24-Jan. 4 Winter Break

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 24-Jan. 4 Winter Break  
Jan 21 Martin Luther King - No School  
Jan 25 Staff Dev. - Early Release

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Feb 6 Student Release Day K-12  
Feb 11 -15 Parent Teacher Conference  
Feb 14 -15 Early Release (PK-8 ONLY)  
Feb. 18 President's Day - No School

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	31	25	26	27	28	29
						30

March 1 Staff Dev. - Early Release  
March 18-22 - Spring Break

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 5 Staff Dev. - Early Release  
April 19, 22 - Spring Break Days

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 3 Staff Dev. - Early Release  
May 23 **Last Day Students**  
May 24 Last Day Teachers  
May 27 Memorial Day- Offices Closed  
May 31 School Offices Close

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	30	24	25	26	27	28
						29

**Grading Periods**  
1st Quarter..... Oct. 12, 2018 45 Days  
2nd Quarter.....Dec. 21, 2018 46 Days  
3rd Quarter.....Mar 15, 2019 47 Days  
4th Quarter..... May 23, 2019 42 Days

Teacher Contract Days.....185  
Student Contact Days.....180  
40th Day.....October 3, 2018  
100th Day..... January 17, 2019

**Graduation Dates**  
May 20 -Mon. MRHS (2:30), BGHS (5pm)  
exams May 15,16 - checkout 17.  
May 24 - Fri. SDOHS (9:30), DVHS (12p),  
BCHS (2:30) exams May 16,17

Adopted 2.14.17

# SCHOOL CALENDAR

School Begins: Tuesday, August 7th

Curriculum Night / Senior Parent Night: Wednesday, August 15th

*(Visit [dvhs.dvusd.org](http://dvhs.dvusd.org) for start times and more information)*

## **FULL RELEASE DAYS**

Labor Day	Sept. 3
Fall Break Day	Sept. 10
Fall Break Days	Oct. 5 & 8
Veteran's Day	Nov. 12
Thanksgiving Recess	Nov. 21 - 23
Winter Recess	Dec. 24 - Jan. 4
MLK Day	Jan. 21
Staff Development	Feb. 6
Presidents' Day	Feb. 18
Spring Recess	Mar. 18 - 22
Spring Days	Apr. 19 & 22

## **EARLY RELEASE DAYS (DISMISSAL 11AM)**

Staff Development	Aug. 24
Staff Development	Sept. 21
Staff Development	Oct. 12
Parent Conferences	Oct. 18
Early Release	Oct. 19
Staff Development	Nov. 2
Staff Development	Dec. 7
Semester Exams	Dec. 20 - 21
Staff Development	Jan. 25
Staff Development	Mar. 1
Staff Development	April 5
Staff Development	May 3
Semester Exams	May 22 - 23
DV Graduation	May 24

## 2018-19 BELL SCHEDULES

Regular Schedule		
Period 1	7:30 AM	8:27 AM
Period 2	8:32 AM	9:34 AM
Period 3	9:39 AM	10:36 AM
Period 4	10:41 AM	11:38 AM
4th Lunch	10:36 AM	11:06 AM
Period 5	11:11 AM	12:08 PM
5th Lunch	11:38 AM	12:08 PM
Period 6	12:13 PM	1:10 PM
Period 7	1:15 PM	2:12 PM

SET Schedule		
Period 1	7:30 AM	8:22 AM
Period 2	8:27 AM	9:19 AM
SET Period	9:19 AM	9:54 AM
Period 3	9:59 AM	10:51 AM
Period 4	10:56 AM	11:48 AM
4th Lunch	10:51 AM	11:21 AM
Period 5	11:26 AM	12:18 PM
5th Lunch	11:48 AM	12:18 PM
Period 6	12:23 PM	1:15 PM
Period 7	1:20 PM	2:12 PM

Early Release Schedule		
Period 1	7:30 AM	8:00 AM
Period 2	8:05 AM	8:40 AM
Period 3	8:45 AM	9:15 AM
Period 4/5	9:20 AM	9:50 AM
Period 6	9:55 AM	10:25 AM
Period 7	10:30 AM	11:00 AM

## ACADEMICS

Excellence in education requires a partnership in learning with administrators, teachers, students, support staff, and parents committed to daily interactions that reflect mutual respect and trust. The following behaviors will allow students maximum success:

### **PREPARATION FOR CLASS**

In order for the teacher and student to be actively involved in a productive, meaningful and rigorous classroom experience,

#### **Students will:**

- Attend class daily.
- Be in class on time with iPads fully charged.
- Use technology appropriately as identified by the teacher.
- Make good use of class time by being focused on the lesson.
- Bring all necessary materials to class.
- Come to class with assignments prepared.
- Make sure they understand teacher's expectations for upcoming classes.
- Ask questions about anything they do not fully understand.
- Be actively involved as they prepare assignments for class.
- Formulate questions they might have about the material.
- Be respectful of the teacher and fellow students.
- Take responsibility for carrying out his/her particular assignment in a collaborative situation, where applicable.

### **MAJOR ASSESSMENTS**

#### **Students will:**

- Come prepared and put forth best efforts.
- Read and follow directions carefully.
- Rely on their own preparation as they take the test; make an honest effort.

### **ASSIGNMENTS/MINOR ASSESSMENTS**

#### **Students will:**

- Be good time managers; be realistic about the workload and plan ahead.
- Read and follow directions carefully.
- Seek only appropriate help from others.
- Give full and proper credit to sources.

### **IMPORTANT TIPS TO HELP STUDENTS BE SUCCESSFUL**

- Seek the advice and wisdom of your parents, guidance counselor, and teachers when establishing academic goals.
- Set reasonable academic goals. Write them down and review them periodically. Make adjustments when appropriate.
- Plan and develop an academic schedule that will challenge you without imposing unreasonable demands on your time, interests, and ability.
- Balance academic and extracurricular goals.
- Take readable notes. Review and correct them after class. Rewriting your notes reinforces what you learned from the lesson.
- Ask the teacher for clarification of expectations for all work if you are unsure.
- When collaborative activities are permitted, work together to ensure that responsibilities are clearly and equitably distributed among all members of the group. Consult with the teacher if the group is experiencing difficulty in meeting the requirements of the assignment.



- If you know ahead of time that you will have difficulty meeting a deadline, discuss the matter with your teacher well in advance of the deadline.
- Take advantage of the on campus resources available to you: peer tutoring with National Honor Society members, extra help sessions with teachers, SET passes, writing conferences with English teachers, research assistance from the librarian.
- On occasion tutors may assist in the learning process of a student. In order to adhere to the principles of academic integrity, it is imperative that all interactions between students and tutors remain true to the classroom teacher's intent for assigning the particular activity, and that all pertinent instructions are honored.
- The primary responsibility for understanding and abiding by the teacher's expectations and guidelines for any activity lies with the student.

## **GRADES/REPORT CARDS**

Teachers generally follow these procedures in determining student grades:

1. Teachers use points in recording student grades in the online grade book PowerSchool. Students should talk to teachers immediately if they believe there has been an error. **Some teachers apply weight percentages to grade categories. See teacher syllabus.**

These points will be cumulative from the beginning of the semester to the end of the semester.

2. To determine semester grades, points generated throughout the semester will constitute 80% of the student's grade, and the final semester exam(s) will constitute the remaining 20%.
3. Progress reports/printouts can be acquired directly from the internet via PowerSchool access. If this is not possible please contact your student's counselor or teachers for printouts or updates.
4. Students who receive a WF will be ineligible for extra-curricular and AIA participation.

Report cards will be available through PowerSchool online following each semester. Please call the front office (602-467-6706) to request a printed report card.

Only the first and second semester final grades are entered onto the student's official transcript.

The marking system is as follows:

A – Excellent	90% - 100%
B – Above Average	80 - 89%
C – Average	70 - 79%
D – Below Average	60% - 69%
F – Failing	59% - below

### **Grades - Make-Up Work**

1. Students suspended on-campus or off campus will be expected to make up work while suspended. The work is due upon return to class from the suspension at which time the student will receive credit for their work. **It is the student's and parent's/legal guardian's responsibility to request assignments from the teachers.**
2. Students who return from a "verified truancy" or "unexcused" absence may receive no credit for work missed.
3. Students who are "swept" have the opportunity to complete assignments missed the day of the "sweep". It is the responsibility of the student to contact the teacher at the end of the day to submit that day's work and for pertinent information.
4. Students returning from an "excused" absence will be given the same number of days to make up work that they missed. In instances where work was assigned prior to the absence, the students may be held responsible for the work upon their return.

5. If a student is ill for three (3) consecutive days, parents/legal guardians may request homework assignments directly by phone or emailing the student's teachers through PowerSchool.
6. Long-term assignments and projects may be exempt from the regular make up timeline procedure as students are given ample notice of due dates.
7. Students with chronic illnesses must make arrangements with teachers to set guidelines for make-up work. (See Health Center information on page #24 ). Chronic Illness paperwork must be completed.

### **Parent Concerns**

A parent concerned about classroom issues or grades should **first discuss the concern with the teacher**. Unresolved concerns may be taken to the Assistant Principal of Curriculum.

For more in-depth information concerning grading policies, please refer to the Academic Planning Guide located on the Deer Valley Unified School District website, [www.dvusd.org](http://www.dvusd.org).

### **Final Exams**

Final exams are scheduled in all classes at the end of each semester and account for 20% of the semester grade. **Any district final exam available online, through Schoolcity, must be completed at school.** Final examinations may not be given in advance of the assigned date and time. Students with extenuating circumstances may request late examinations at the end of the semester. The request must be submitted to the Assistant Principal's (Curriculum) Office at least two (2) weeks prior to the student's anticipated last day. Teachers will be notified if a late final has been approved. Students who have been approved to take late finals must schedule a time to make-up exams within two (2) weeks after school resumes the following semester. Incompletes not made-up within this time frame will be changed to Fs. It is the student's responsibility to schedule appointments with the Curriculum Office to make-up their final exams.

Students with an unforeseen "excused" absence on a Final Exam day must set up a make-up time with the Curriculum Office. Students who receive an "unexcused" absence may receive a "0" and not be allowed to make-up the exam.

## **CLASS SCHEDULES**

### **Schedule changes**

Schedules are based on pre-registration information, schedule changes may be made under the following circumstances: computer error; changes to satisfy graduation requirements; changes required by health; or completion of a summer school, correspondence or evening school course. Once school begins, student-initiated schedule changes will only be made the first five (5) days of each semester.

Changes to the scheduled lunch period will only be made with medical documentation. The school nurse will verify medical diagnosis with the doctor.

Teachers or students who request a placement change from an honors level course to a regular-level course or vice versa, may do so within the first fifteen (15) days of the semester. Students who withdraw from a class after the twentieth (20) day of the semester, but before the end of the tenth (10) week will receive a grade of WP or WF. Requests for class withdrawals will not be processed after the tenth (10) week of the semester. WP or WF grades will be posted on a student's transcript but not factored into GPA or class ranking.

## Graduation Requirements\*

### DEER VALLEY H.S.

4 credits Language Arts  
 4 credits Math  
 3 credits Lab Science  
 ½ credit Physical Ed  
 ½ credit Health  
 3 credits Social Studies  
 1 credit Fine Arts or CTE  
 6 credits Electives

---

22 total units of credits

### UNIVERSITY ENTRANCE

4 credits Language Arts  
 4 credits Math  
 3 credits Lab Science  
 ½ credit Physical Ed  
 ½ credit Health  
 3 credits Social Studies  
 1 credit Fine Arts or CTE  
 2 credits World Language  
 (2 years of the same)  
 4 credits Electives

---

22 total units of credits\*

\*Talk with your school counselor regarding specific university requirements..

### GRADUATION CEREMONY

It is a privilege to participate in the DVHS graduation ceremony. In order to participate in the graduation ceremony, all 22 credits and state testing requirements must be completed prior to graduation day. Graduation ceremony participation may be denied due to disciplinary action.

## ACTIVITIES

School clubs and activities are an integral part of the total high school experience. They provide students with opportunities for growth and development outside the classroom. DVHS has over thirty clubs. There is a club on campus to meet the interest of any individual student. New clubs start every year. Please stop into the Activities Office for more information.

JOIN A CLUB! Better still, join a couple of them. Everyone has their own reasons for joining, but if you're unsure, many are listed below.

- Share an interest with others who share the same interest.
- Expose yourself to opportunities that may assist you with college admission or scholarships.
- Make new friends and open yourself up to shared experiences.
- Engage in leadership, community service and myriad opportunities to learn, grow, connect with others and have a ton of fun.
- Bring awareness of your interests to others, your community, and beyond.
- Develop skills and add experiences that will help you be more successful in the future.

<b>Academic Decathlon</b>	<b>AFJROTC</b>	<b>Art Club</b>
<b>Band</b>	<b>Best Buddies</b>	<b>Book Club</b>
<b>Broadcasting/Media Productions</b>	<b>Choir</b>	<b>Christian Club on Campus</b>
<b>Color Guard/Winter Guard</b>	<b>Dance</b>	<b>DECA</b>
<b>Drama/Thespian Club</b>	<b>Fellowship of Christian Athletes</b>	<b>Game Club</b>

<b>Cosplay Club</b>	<b>Film Club</b>	<b>M.A.D.</b>
<b>Interact Club</b>	<b>International Club</b>	<b>Lifesavers/HOSA</b>
<b>Mountain Biking Club</b>	<b>National Honor Society</b>	<b>Newspaper (Skyhawk Flight)</b>
<b>Ouchie Club</b>	<b>Physics Club</b>	<b>P31</b>
<b>Science Club</b>	<b>Skills USA</b>	<b>Society of Female Scholars</b>
<b>Spanish Honor Society</b>	<b>Student Government</b>	<b>Yearbook</b>

## ATHLETICS

The following interscholastic sports are offered to students:

Fall Sports		Winter Sports		Spring Sports	
Men's	Women's	Men's	Women's	Men's	Women's
Football	Volleyball	Basketball	Basketball	Baseball	Softball
Cross Country	Cross Country	Soccer	Soccer	Track	Track
Golf	Golf	Wrestling	Spiritline	Tennis	Tennis
Swim/Dive	Swim/Dive			Volleyball	Beach Volleyball
	Badminton				
	Spiritline				

**Athletes are expected to fully finish one season before trying out for another. If a student quits or is dismissed from a team, she/he cannot go out for another sport or activity until after the original and post season are over.**

The Athletic Office must have the following information on file before a student may participate in any school sport:

- Physical form (required each year) – Physical exams must be performed after March 1<sup>st</sup> for the following year.
- Athletic Emergency Information Form (required each year) – This form includes medical insurance coverage information. School insurance may be purchased through the Athletic Office.
- Birth Certificate
- Athletic Informed Consent (required once in athletic career at DVHS) – The student athlete and a parent/guardian must sign this form after viewing the Sports Risk video yearly. The video is available to view online at [www.dvusd.org](http://www.dvusd.org): click on Departments, click on Athletics, and click on Clearance Packet.
- Prior high school attendance (required each year) – This form must show attendance at any school other than Deer Valley High School. Forms are available in both the Athletic and Front Offices.

## **No Pass/No Play**

All students participating in AIA-sanctioned events must maintain a passing grade in all classes\*. No Pass/No Play guidelines as established by the State Board of Education and the Deer Valley Unified School District are in effect. Grades from PowerSchool will be surveyed every week, and a failing student will receive notification of pending ineligibility. A student failing two consecutive weeks in any one class will be ineligible to participate for one week (Monday-Saturday), until a subsequent check after one week indicates a passing grade. Students will be able to practice during the ineligibility period; however, they may NOT suit up for games. Weekly tutoring periods are available to athletes. In addition, student athletes must sign a DVUSD Code of Conduct. A copy of the code is listed below. Students who receive a WF will be immediately ineligible for extracurricular and AIA participation for the remainder of the semester. For more information, contact the Athletic Office. For more information regarding AIA, visit the website at [www.aiaonline.org](http://www.aiaonline.org).

\*(DVHS also maintains a No Pass/No Go policy on field trips which follows the same philosophy. A student must be passing all classes and have no major discipline issues in order to go on any field trip.)

## **Statement of Notification**

Because of injuries and ensuing litigation, it is the responsibility of Deer Valley High School, as a member of AIA, to notify all students/athletes of the following:

It is understood that participation in organized interscholastic athletics involves the potential for injury which is inherent in all sports. It is acknowledged that even with the best coaching, use of the most advanced protective equipment and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, quadriplegia, or even death.

## **Code of Conduct**

Participation on an athletic team is a privilege carrying certain responsibilities. When a student becomes part of a team, he/she represents Deer Valley High School throughout the state. Students are always expected to exhibit the kind of behavior and leadership that speaks highly of him/herself and DVHS. They are also expected to sign and follow the District's Athletic Code of Conduct as well as follow all school/team rules and attend practices and games. If they do not, coaches/administrators may take disciplinary action and could bar a student from further competition.

## **Athletic Code of Conduct - DVUSD**

The interscholastic athletic program is an extension of the regular offerings of the high school, and as such, the student-athlete must be considered an individual who has freely chosen to participate in a program extending beyond the regular classroom routine. The student-athlete must recognize that participation in athletics requires a code of conduct, which goes beyond that of the non-athlete. Once signed, the student is subject to all rules and regulations of the Code of Conduct for the remainder of his/her high school career. All guidelines outlined in the district **Student Rights and Responsibilities Handbook as related to the ARS**, will be enforced with school consequences.

The Code of Conduct includes, but is not limited to, behaviors during public appearances where the athlete is representing his/her school, behaviors during transportation to such an event, behaviors during training or practice, and behaviors during any time on campus. In addition, it includes an athlete's behavior outside of school.

The athlete, found in violation of these guidelines, through discovery by school staff, public official, or student-athlete admission, will be subject to additional consequences listed below.

## **FIRST INFRACTION LEVEL**

- Use or possession of all tobacco or alcohol products requires a suspension of 20% of all athletic opportunities for the entire season.
- Use or possession of a controlled substance requires athlete to be suspended from athletics for the remainder of that school year and may face long-term suspension if the infraction occurred on campus, at an off-campus activity, or in a school vehicle.
- Athletes involved in an infraction of the **Student Rights and Responsibilities as related to the ARS** will be subject to a suspension of 20% of all athletic opportunities for the entire season.

**\*An athletic opportunity is any single athletic contest under the Arizona Interscholastic Association.**

## **SECOND INFRACTION LEVEL**

- If the infraction occurs in the same season, the athlete will be dismissed from the squad AND receive a suspension of 40% of all athletic opportunities for the entire season.
- If an infraction occurs after the original season, the athlete will be subject to a 40% suspension of all athletic opportunities.
- Athletes involved in an infraction of the **Student Rights and Responsibilities** as related to the ARS will be subject to a suspension of 40% of all athletic opportunities for the entire season.

## **THIRD INFRACTION LEVEL**

- If a third infraction occurs, the athlete will incur a 365-day suspension from all athletic opportunities from the day the infraction is discovered.

There is an expectation that the athlete needs to complete an educational awareness program on substance abuse within one year at the expense of the individual. Failure will result in the athlete not being able to move back to the previous level or to the grace period with no level.

Athletes will not fulfill their consequence by missed athletic opportunities with another sport unless they complete the season with that sport. Failure to complete the season requires that athletes complete consequences back to the original infraction.

This Code of Conduct will be part of the Athletic Clearance Procedure for all High School athletes in the Deer Valley Unified School District. This will be filed in the school athletic office.

As a member of AIA, DVHS believes in Pursuing Victory with Honor and promotes its six pillars (trustworthiness, respect, responsibility, fairness, caring, and citizenship) as well as its philosophy on healthy lifestyle behaviors. For more information regarding AIA, visit the website at [www.aiaonline.org](http://www.aiaonline.org).

Athletes must be in attendance of at least 50% of their scheduled classes on game days unless excused in advance by the Athletic Director. Athletes excused early to travel (Kingman, Tucson, Yuma, out-of-state, etc.) must be in attendance in all classes prior to the established departure time in order to participate. Athletes who are not in all classes the day following an out-of-town game may not participate in practice that day, and may be held out of the next game. Any deviation from this policy will be determined by the Athletic Director.

Athletes must travel to and from athletic events with the team by district transportation. Exceptions must be approved in advance by the athletic office.

## **Age Limit**

If a student becomes nineteen (19) years of age on or before September 1<sup>st</sup> of that current year, he/she is not eligible to participate in interscholastic sports.

## **Date of Enrollment**

If a student transfers to DVHS after the semester has already begun, he/she may not participate in athletics until he/she has completed ten (10) days of classroom attendance at DVHS.

## **Competition Restricted to School Team**

Students may not participate on any other team of the same sport during the school's season. Violation of this rule will cause forfeiture of the high school contest and removal of that individual from the school team. Deer Valley athletes are expected to give priority to the school teams. Club sports and out-of-season non-school sports are permissible but should not interfere with the school sport. Conflicts may cause team discipline.

## **Maximum Participation**

After a student first enrolls in the ninth grade, he/she has a maximum of eight (8) semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. The seventh and eighth semesters must be consecutive. The other semesters need not be consecutive.

## **Use of Equipment**

All athletic equipment issued by the Deer Valley Unified School District remains the property of the District. It is on loan to the student athlete to be used only in regularly scheduled practices or games. No student athlete will be permitted to try-out for another sport until cleared by the Equipment Manager for equipment used in the previous sport. A replacement fee will be assessed to students who have not returned their equipment by the end of the season for each sport. Remember, athletic equipment/uniforms should not be worn at any time other than during practice or game sessions, unless specific permission has been given by the coach.

# **STUDENT ATTENDANCE**

One of Deer Valley High School's major goals is to encourage students to attend school every day. Regular uninterrupted attendance by students is fundamental to successful learning.

ARS § 15-803 and District Policy/Regulation JH/JH-RB require students to be in attendance and outlines consequences for excessive absences. Deer Valley High School guidelines for reporting absences are as follows:

1. Parents/legal guardians must call in and excuse absences by noon of the following day, or the absence will be considered unexcused. Written notes and emails will not be accepted.
2. A computer phone call will be generated for all unexcused absences. You will not receive an automated call if your son/daughter is tardy and goes to "Sweep".
3. Students shall receive **NO MORE THAN (11) total absences (excused and unexcused)** per semester/per class, unless previously documented as a chronic medical issue. Appropriate chronic medical documentation should be completed and submitted to the nurse. All students and parents will sign a Notification and Acknowledgement of Attendance Expectations and Procedures as well as an Attendance Contract with their beginning of the year paperwork. A reminder of this contract will be mailed to the address on file if the student accrues a high absence percentage.

4. Students who accrue 12 absences will be notified in writing of Loss of Credit (LOC). If attendance improves the credit will be reinstated. If credit is not reinstated they will be given guidelines for an appeal of their LOC and must submit their appeal within three school days. Parents will be notified as well. Students will be notified of their appeal results on Monday of the final week of school.
5. Students who accumulate too many absences may be cited for truancy and referred to the CUTS\* program.

## **Court Unified Truancy Suppression Program (CUTS)**

The CUTS program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. CUTS consists of a probation officer, school official, parent and student coming together to address truancy. The goal of the program is to improve school attendance. The philosophy of CUTS is that when a student's truant behavior is confronted by a team, including parents, school officials and a representative of the Court, the student is less likely to continue the behavior. **Students will be referred to the CUTS program on their fifth (5th) unexcused absence or when the student has been absent ten percent (10%) of the school year (18 school days).** The probation officer, with the help of school officials and parents, decides the consequences for the truant student. Consequences may include, but are not limited to, community service, an educational class for both student and parent, and/or counseling. The parent will be assessed a fee. All consequences must be completed within 30 days following the CUTS meeting. Failure to comply with these sanctions results in the case being set for a court hearing in Juvenile Court.

## **Late to Class/Tardy - Sweep**

When students are tardy to class it is a disruption to the learning environment. Students need to arrive to class on time. This means students must be in the classroom when the final bell stops ringing. The consequence for being tardy is to be "swept" to a supervised area for the remainder of the class period. This is not a time to study or socialize, but a disciplinary consequence which requires students to sit quietly. After school on the day they were swept, it is the responsibility of the students to contact their teachers of the classes they missed to obtain make-up work or homework and to submit work that was due. Students who are chronically late to class and sent to "Sweep" will be referred to an administrator for further discipline.

If a student reaches four (4) total sweeps, a letter will be sent home with the student alerting parents/legal guardians that the student is in jeopardy of administrative referral. A record of this notification will be placed in the attendance file of the student.

Disciplinary action for five (5) or more sweeps will be as follows:

- Five (5) sweeps = 3 days lunch work detail
- Six (6) sweeps = 1 day ISS or afterschool work detail
- Seven (7) sweeps = 1-3 day ISS (In School Suspension)
- Eight (8) or more sweeps = Off-campus suspension

**In the rare event of late arrivals parents/legal guardians may sign students in late in person. This will be an excused tardy.** Students are only allowed five excused tardy passes per semester. Students who arrive late to school without a parent/guardian to sign them in at the front desk will be sent to sweep. Please respect the educational environment and help your student learn to be punctual by arriving on time daily. Emergencies are understood and that is why parents may sign students in 5 times a semester.



## Student Check-out

Parents/legal guardians or emergency contacts **must** present a state photo ID or driver's license when signing a student out. If a student drives, a parent/legal guardian must call, and the parent must e-mail a copy of their ID to [DH\\_release@dvusd.org](mailto:DH_release@dvusd.org) along with student name, release date & time, and reason for release and student may sign themselves out. For student safety, this must happen each time a student is released. If the student returns to school that same day, he/she must sign back in at the front office. In an emergency situation, if a student is going to be picked up by someone other than a parent/legal guardian, the parent/legal guardian must call the front office with the name of the person picking up the student. That person must present a photo ID.

# GENERAL INFORMATION

## Adult Students

Upon the eighteenth (18th) birthday a student becomes an adult in Arizona (ARS § 1-125). There are many new rights and responsibilities that come with being an adult. It is important to keep in mind that as adults, students are held accountable for their actions. If a student wants to assume total responsibility for his/her educational decisions, the form, "Student Acceptance of Responsibility," available in the Counseling office, must be completed. Becoming an adult does not relieve a student from following all school rules, for example: remaining on campus for lunch, or providing documentation for doctor/dentist appointments.

## Bicycles/Skateboards

Bicycles, scooters and skateboards are to be parked in the racks and areas provided within the campus and are not to be ridden on the school grounds. They should always be locked. The school assumes no responsibility for damage to or loss of bicycles/scooters/skateboards. Students found riding their bicycles, scooters or skateboards on campus are subject to disciplinary action.

## Bookstore

While most teachers will have classroom textbooks available for student use, online access to textbooks will be available to students. Those who wish to have their own copy for home use may borrow a textbook from the bookstore. Books that are lost or damaged become the students' financial responsibility. The bookstore is open before and after school as well as during the lunch periods. At the conclusion of the course, it is the responsibility of the student to return the book(s) to the bookstore. Students must pay their bookstore debts before purchasing items, such as, but not limited to: athletic passes, dance tickets, or parking spots.

## Cafeteria

The cafeteria will sell a full lunch or salad bar for \$3.25 / \$3.50. All other items sold inside the cafeteria may be purchased on an a la carte basis. Free and reduced price meals are available to students unable to pay the full price. Applications are available at the front desk, in the Counseling Office, and in the Health Center. Parents may fund a student's lunch account with a credit card by accessing a website, [www.EZSchoolPay.com](http://www.EZSchoolPay.com). A complimentary lunch and milk is available to students, if they forget their lunch money or run out of money in their account. The student just needs to let one of the cafeteria workers know if that should happen. Students are expected to finish all of their food and beverages before leaving the dining areas as well as to clean up after themselves. Bottled water is the only item allowed in all school buildings. Students will not be allowed to have food delivered from outside retailers/vendors (including Uber Eats).

## Campus Areas

In order to keep students safe and facilities secure students are not allowed on the athletic fields, in the Performing Arts building, or gym during the school day without teacher supervision.

## **Closed Campus**

Per the Deer Valley Unified School District, all high school campuses are closed. No students may leave the campus prior to the end of their scheduled day. No students may leave campus during lunch. Parents/legal guardians may only sign out their own son/daughter. Students who may need to leave for a medical or dental appointment must have the express consent of a parent/legal guardian recorded in the attendance office on the specific day. Adult (emancipated) students must follow the same rules. They may not sign themselves out for lunch as DVHS is a closed campus.

## **Directory Information**

Directory information includes the following: the student's name; date and place of birth; address; the names of the student's parents; class designation (grade); the student's extra-curricular participation; the student's achievements, awards, or honors; the student's height and weight if a member of an athletic team; the student's photograph; the school or school district the student attended before enrollment in this district. Pursuant to the Family Education Rights and Privacy Act (FERPA), the district may permit access to or the release of directory information to the public UNLESS the parent or eligible student gives written notice each year to the district that such information should not be made public without prior written consent. Notice must be given to the school each year within two weeks after the student begins attending in the Deer Valley Unified School District. Parents/legal guardians who do not wish information released about their son(s)/daughter(s) must complete the Directory Information portion contained on the Acknowledgements and Verifications Form that is sent home with every student and returned to the student's second hour teacher. If this notification is not received, it will be assumed that your permission is given to use your son's/daughter's directory information as described above. Be aware that directory information is used to compile lists and mailers for athletic programs, yearbooks, graduation information, class rings, senior pictures, and scholarships, etc.

## **Counseling**

The goal of the Deer Valley High School Counseling Program is to assist in preparing students for the future. The Counseling Department provides guidance in academics, college/career and personal areas, specifically crisis management and peer mediation. Academic counselors are assigned to each student based on the student's last name as noted below:

Chris Terry, Academic Counselor (A-F)	602-467-6768
Miko Price*, Academic Counselor (G-M)	602-467-6718
Denise Darre*, Academic Counselor (N-Z)	602-467-6767
Virginia Walters, College/Career Counselor	602-467-6719
Kim Ulrich-Suss, Student Programs	602-467-6766

\*Department Coordinators

In addition, students may access the College and Career Counselor for information regarding career exploration, colleges, scholarships and financial aid, and the Student Programs Counselor for involvement in the peer mentor and mediation programs

## **End of school day**

This is OUR school and we encourage students to attend after school activities. Following the academic school day students may make their way to the library, meetings, practice or wait for parents in supervised areas. Unsupervised students may be cited for loitering/trespassing. Students who are released early may not loiter on campus after their last class. The campus is rented by other organizations each day beginning at 3:00 pm.

## **Insurance**

The school does not carry health and accident insurance on students, nor will it pay medical or dental bills in case of illness or accidents at school. If students do not have adequate insurance, they may

purchase student accident insurance for a nominal fee through the Athletic Office. Students may purchase insurance any time during the course of the school year.

## **Field Trips**

DVHS maintains a No Pass/No Go policy on field trips for which a student must be passing all classes and have no major discipline or attendance issues in order to go on a field trip.

## **Leaving Campus without a Pass**

No student may leave campus without a valid pass and current ID card. Failure to follow this rule will result in truancy and disciplinary action. Once a student leaves campus with or without permission, the school assumes no responsibility. Students with parking spots must, before leaving campus, pick up their passes in the front office, sign out, and upon return, sign in at the front office before returning to class.

## **Library/Media Center**

The Library/Media Center is open to all students daily from 7:00 am to 3:00 pm. The Library/Media Center is available for reading and studying during both lunch periods. Students may check out books from the Library for a period of two weeks. Returning books on time and in good condition will prevent fines. The Media Center is also where you can get iPad and technology assistance.

## **Parent/Legal Guardian – Teacher Communication**

A clear understanding of expectations and outcomes between parent, teacher, and students helps to establish a good relationship. The faculty of Deer Valley High School urges parents/legal guardians who have concerns regarding their son/daughter or any program to contact the school immediately. It is essential that as a parent/legal guardian, you take an active role in the academic and behavioral performance of your son/daughter. Don't assume that no news is good news. Many dramatic, positive changes in students have been seen when parents take a consistent role in their son's/daughter's development. We encourage parents/legal guardians to communicate with teachers to track their son's/daughter's progress. You may contact a teacher via email by using the [firstname.lastname@dvusd.org](mailto:firstname.lastname@dvusd.org). For example, to reach the principal, use [kim.crooks@dvusd.org](mailto:kim.crooks@dvusd.org). If a teacher does not respond within 48 hours, please contact the assistant principal in charge of curriculum. A directory of teachers' voice mail numbers will be listed on the school's website <http://dvhs.dvusd.org>. You may also contact your son's/daughter's teachers through PowerSchool.

## **PE Lockers**

PE locks and lockers are the property of the Deer Valley Unified School District and are made available as a convenience to students. Students who use lockers agree to the following conditions:

Only school-issued locks are to be used on school lockers.

Only students who are assigned lockers by PE teachers are permitted to use lockers.

School authorities reserve the right to open and search school lockers:

- a) When a student withdraws or drops from school;
- b) When deadlines are not met for the return of school property; or
- c) When there are reasonable grounds that something contrary to school rules or detrimental to the school and/or its students may be found.

Students using assigned lockers assume responsibility for the care and/or condition of the lockers. At the end of the school year, locks will be collected. If a lock is damaged or lost, a \$5.00 fee will be

charged. The school is not responsible for theft of PE locker contents. No theft investigations will be pursued by administration or staff.

## **Student Deliveries/Forgotten Items**

We will be happy to assist parents with the occasional delivery of a forgotten item. Please mark the item clearly with the student's name and we will send them a pass to retrieve the item when time allows. Students will not be allowed to have food delivered from outside retailers/vendors (including Uber Eats).

## **Student Dress Code**

Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of self and others. General attire that detracts from the learning environment is not acceptable and is outlined, but not limited to, the guidelines below. Thank you for dressing appropriately and thereby allowing us to focus on student achievement, not attire.

- Clothing must cover the entire torso including buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- Please remove hats upon entering buildings/classrooms. Approved occupational safety headgear may be required for special classes.
- Defamatory writing, obscene or inappropriate language or symbols, or symbols of drugs, sex, pornography, tobacco/smoking or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.
- In addition, any head coverings, such as but not limited to, bandanas, dew rags or hair nets, may not be worn or visible while on school grounds.

## **Student I.D. Cards**

Students must carry their school ID card at all times while on campus or at any school activity. Students may not wear or be in possession of another student's I.D. card. There is a \$1.00 processing fee for the initial I.D. card. I.D. cards will be produced the second week of school. Students will need to use last year's I.D. card until they receive their current I.D. card. A \$5.00 fee is charged to replace a lost I.D. card. Students who do not produce an I.D. card when asked by a staff member will be brought to administration for a replacement, charged a \$5.00 fee, and may face disciplinary action.

## **Student Parking**

Student parking at Deer Valley High School is a privilege and restricted to juniors and seniors only and is by assigned, numbered spaces. Ample handicapped parking is available, and several carpool spaces are also available for those students who want to share rides. Students are not permitted to park in restricted areas, such as fire lanes or handicapped spaces, or loan, sell, trade, or give away hangtags (permits) for anyone else to use. Violators will have parking privileges suspended or revoked.

Parking hangtags must also be returned if a student withdraws from school prior to receiving a transcript or if they had their parking privileges suspended. Seniors will be required to return their parking hang tags on Senior Check-Out Day.

Permits cost \$100.00 for the year, \$55.00 for the second semester if purchased separately. No refunds will be issued after October 1<sup>st</sup>. Students must show proper school I.D., valid driver's license, valid vehicle registration, and insurance in order to purchase a space. Students are allowed to park only immediate family vehicles. No students will be allowed to park on campus grounds without a hangtag. A \$5.00 fee is charged to replace a lost or stolen hangtag. A \$1.00 fee will be charged to those juniors or seniors who need to park in an emergency situation and do not own a permit. Please have your son/daughter see the Lot Security Monitor for temporary parking, updating vehicle information or any additional inquiries pertaining to parking.

**Students must report any changes concerning vehicle information to the parking lot monitor in order to avoid being ticketed or suspended.**

Students must have a pass from administration in order to go to their vehicle during the school day.

**Students who drive off campus without a pass will lose their parking privileges.**

Student parking is restricted to the student parking lot only, located north of the gym. Hangtags must be displayed and will be checked by security beginning the first day of school. Students' vehicles must remain in their assigned parking spaces at all times. No overnight parking permitted. The student parking lot is NOT a drop-off zone or pick-up area for safety reasons. It is restricted to students with parking permits only until 2:30 pm. Deer Valley High School is not responsible for any loss, theft, or damage. Parking is at your own risk. Administration reserves the right to suspend or revoke parking privileges as parking is a privilege, not a right.

## **Student Records/Policy Statement**

The records of District students are confidential and may be released and/or reviewed only in compliance with Arizona Revised Statutes and all applicable federal laws.

## **Tech Rich Digital Guidelines**

iPad Responsibility, Care, and Maintenance

The student is responsible for taking care of the iPad. The iPad will be used and maintained in its original condition, reasonable wear and tear excepted. The student is expected to take reasonable care with the respect to the security and physical well-being of the iPad. In the absence of reasonable care, or if the equipment is returned in a condition different than the original condition, the student will be financially responsible. It is HIGHLY RECOMMENDED that the student and/or family purchase the optional iPad Protection Plan. This greatly reduces the financial burden on the family if a student loses or damages the iPad. The following are intended to include some, but not all, of the responsibilities the student needs to be aware of:

To report any lost or damaged iPad immediately to the conduct office.

The student and/or family shall NOT seek to have the iPad repaired by an independent retailer. The iPad is the property of Deer Valley Unified School District and only the district will contract for the iPad to be replaced and/or repaired.

The student will NOT install any software (e.g. VPNs) that will bypass or jeopardize the integrity of the district installed profiles, mobile device management software, or other web content filtering equipment. Any student that installs software that jeopardizes the district installed filtering service will be subject to appropriate discipline.

The student should NOT use a personal Apple ID with the school issued device. The student should ONLY use their school-issued Apple ID to sign-in to their school issued iPad. Apple is very good at syncing data across devices. Keep your personal data (pictures, videos, etc.) personal. You can, and

will, be disciplined if your iPad contains inappropriate material. Do NOT sync personal data with your school issued iPad.

The student must bring the iPad, fully charged, to school each day.

The student must follow the individual teachers' classroom expectations each day in class. Different teachers will have different expectations. It is the student's responsibility to identify these expectations and to follow them.

The student is to use the iPad equipment primarily for educational use.

Any teacher or administrator has the right to take, search, or inspect a student issued iPad AT ANY TIME FOR ANY REASON. The school issued iPad is the sole property of Deer Valley Unified School District.

The student must keep the iPad software updated regularly. If an update is available, it will be indicated on the "Settings" icon, located on the iPad home screen. A red circle with a numeral "1" will be located on the upper-right hand corner of the "Settings" icon. Simply tap the "Settings" icon, select "General," and "Software Update."

Do not loan or allow another student to "borrow" your iPad. You are ultimately responsible for the welfare of the device. If another student borrows your device, returns it broke and denies that he/she damaged the device, you are responsible for covering the cost of repair/replacement. Do NOT GIVE YOUR IPAD TO ANOTHER STUDENT.

Students, you cannot download/install any VPNs on your school iPad.

Consequences for installing VPN's (categorized as Computer/Network Infraction/Telecommunication Device):

1st Offense: Teacher or ISS Monitor warns student and documents in PowerSchools

2nd Offense: Lunch School Detention

3<sup>rd</sup> Offense: ISS (1 day)

4th Offense: ISS (3 days)

5th Offense: Loss of iPad

\*Consequences are cumulative over the student's high school career (i.e., offenses carry over each year).

## **Vandalism**

In addition to discipline, students will be assessed a replacement and/or clean- up fee for any vandalism to the school, such as but not limited to, throwing papers anywhere on campus at the end of exams or improperly disposing of class projects. The minimum fee assessed will be \$25.00.

## **Visitors**

Parents/legal guardians are always welcome to visit. School policy is to welcome only those visitors who have legitimate business at the school. All visitors must register in the Front Office immediately upon entering the campus. It is best to call ahead for an appointment if you wish to meet with an administrator, teacher, or counselor. **No student may have a guest on campus during the school day.**

# HEALTH CENTER

**Hours: 7:20-2:30**

The Health Center provides on-campus health screenings, assessments, and education as well as first-aid and nursing care for students and staff. The Health Office is not a primary care facility. By law, the nurse is not allowed to make a medical diagnosis or prescribe treatment. When accidents or illness occur during school hours, basic first-aid and/or emergency care will be given according to Arizona State Board of Nursing standards and practices. The nurse may suggest further medical follow up in certain circumstances. Further care is the responsibility of the parents.

Students will be provided with a medical/emergency information sheet on the first day of school, please thoroughly complete/update this sheet and have the student return the form to his/her second hour teacher NO LATER THAN FRIDAY AUGUST 12<sup>th</sup>, 2016. This sheet should include all *current medical information-including diagnoses, medications, and history*, names and phone numbers of emergency contacts, and the signature of the parent/legal guardian.

## **District Policy**

- If your student has a temperature in the health center of 100 degrees or greater they will be sent home. They may return to school when the fever is gone for 24 hours without the use of medication.
- Any student with an undiagnosed rash should remain out of school until all symptoms are gone or a physician verifies that the student is not contagious and is well enough to return to school.
- If your student is sent home by the school nurse due to fever, vomiting, or diarrhea, he/she may not return to school for at least 24 hours even if he/she is feeling better.

## **Immunizations**

All students must have written proof of all required immunizations, or a valid exemption, in order to attend the first day of school. Arizona State law allows exemptions for medical reasons (a written note from the health care provider will be required), laboratory evidence of immunity, and personal beliefs. Exemption forms are available from the Health Office or at the URL below. When initially enrolling your student please bring an updated copy of his/her immunization record to the Health Office. If you get vaccinations for your student at any time, please bring a current copy to the health office so we can update our records. If you receive a note or message of "Inadequate Immunizations" for your student, please complete these by the date indicated. Failure to complete this in a timely matter is a violation of state law and your student may be excluded from attending school until you comply with the law.

Below is the URL to the Arizona School Immunization Requirements, Kindergarten thru 12th grade. Please review this form and make sure your student has the appropriate immunizations for their age and grade. Also included here are the new requirements for 6th grade.

<http://azdhs.gov/phs/immunization/documents/school-childcare/2014-2015-school-year-immunization-requirements.pdf>

## **Illness Procedure**

First-aid and medical care provided by the school nurse is primarily for illnesses or injuries that occur during the school day. The health center is not a primary care facility like a doctor's office. The nurse is qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. The nurse does not make medical diagnoses, prescribe treatments or medications, but can provide treatments and medications as prescribed by a physician with a doctor's order. Please tell your child if they are not feeling well at school to ask to see the nurse for evaluation. Cell phones are not to be used during school hours and if your child should call you on their cell phone complaining of illness, please tell them to check in with the nurse. This allows for an evaluation and documentation of the visit. Students signed out for illness who have not been seen by the nurse will be noted as a personal absence.

### **Chronic Illness**

Students with chronic illnesses must have a current school year chronic illness packet on file in the Health Center. A new packet is required each year and this packet is available in the Health Center to be completed and returned. Chronic illnesses are confirmed by the medical professional whom provides care for the student and the form must be completed, in part, by this professional.

### **Illness/Communicable Disease**

- School is no place for a sick child. Please do not send your child to school if:
  - they have a fever of 100.0 or higher
  - have vomited within the last 12 hours
  - have any diarrhea in the last 12 hours
  - or have any of the symptoms listed below
- Children should be free of fever for 24 hours before returning to school, regardless of how they feel. If your child has been diagnosed with a communicable disease such as strep throat or pink eye, they must have been on antibiotic treatment (and free of fever) for 24 hours prior to returning to school. Also, please notify the school office or school nurse of any diagnosed communicable disease so that other parents can be notified.
- Signs/symptoms of illness:
  - Fever (oral temp of 100.0 or more)
  - Diarrhea, any loose stools
  - Red, watery eyes, pus in corners
  - Constant sneezing and/or deep cough, constantly runny nose
  - Unexplained rash
  - Headache
  - Nausea or vomiting
  - Swelling to neck or face
  - Flushed face or paleness
  - Very sore throat
  - Painful earache
- **DO NOT** send a sick child to school for the school nurse to decide whether he/she should be in school. If in doubt, call your family physician. School nurses can assess and refer, but do not diagnose, and will always refer to you and/or your physician if in doubt.
- If your child sustains an injury at home or off campus, please take care of it at home. The nurse is more than happy to take care of injuries that happen during school hours, but the nurse is not here to take the place of your primary physician's evaluation and treatment.
- If your child becomes ill enough to be removed from school, has more than a minor injury, or has an emergency, you will be notified. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. Please make sure there are up-to-date home/work numbers on your child's emergency card. Please notify the school/nurse



immediately of any changes in phone numbers. If your child has a temperature in the health office of 100 degrees or greater, they will be sent home.

- Any child with an undiagnosed rash will be sent home and should remain out of school until all symptoms are gone or a physician verifies (with a written note) that the child is not contagious and is well enough to return to school.
- If your child is sent home by the school nurse due to fever, vomiting or diarrhea, he/she may not return to school for at least 24 hours even if he/she is feeling better.

AS ALWAYS, hand washing is the best defense against the spread of germs. Washing hands thoroughly with soap and warm water is the best method. Do not hesitate to call your physician if you have any questions or concerns regarding your child.

### **Prescription/Over-the-Counter Medications**

If the student is to receive any medication while at school, including cough drops, ibuprofen, Benadryl, and Neosporin, then there is a form (available in the health center) that must be completed by the parent/legal guardian and the medication must be provided to the school nurse in a new, unopened container, to be kept under lock and key in the health center. THERE ARE NO STOCK MEDICATIONS IN THE HEALTH CENTER. Prescription medications also require completion of a form and must be brought in the current prescription container (with Rx label intact), and are also kept under lock and key. THE SCHOOL NURSE WILL ADMINISTER ALL MEDICATION ACCORDING TO THE PRESCRIPTION. (More information on medications is covered in the commonly asked questions section.)

### **Medications on Campus**

There are a few exceptions to the requirement of medications kept under lock and key. If your student needs to carry **insulin**, an **inhaler**, an **EpiPen**, an **antihistamine**, or **seizure medication** in their backpack while on campus, the parent must sign a Self-Carry (Consent to Carry) form at the Health Office AND fill out an Action Plan for that student's particular medical condition. This way, we know how you would like us to treat your student's health condition here at school.

If your student will need a nebulizer treatment while at school, please bring the medication vials in the original box with prescription label on the outside and nebulizer tubing with you. The Health Office has a nebulizer machine but tubing cannot be shared among students. Parents have to provide their own tubing set for each student. Please contact the nurse if you have any questions regarding any medications that you would like your student to receive while here at school.

### **School Screenings**

Hearing screening is done for all freshman students, hearing and vision testing for all new (to district) students, and all students who receive services through the special education department. Parents and teachers can request a screening for any student at any time when concern arises. Vision referral letters are sent home to notify parents if the students have difficulties with any portion of the vision screening. Students who have difficulty with an initial hearing screening will be tested again in 30 - 45 days, and if they are still having difficulty hearing all the tones, the student will be referred to the school audiologist. Parents will be notified with a referral letter.

### **Excusals for Physical Education, Systematics, Dance, and ROTC**

Students requesting to be excused from PE/Dance/Systematics/ROTC must bring a note signed by their parent to the Nurse. The Nurse will then inform the appropriate teacher via school email. Any request for three or more PE/Dance/Systematics/ROTC classes must be accompanied by a written order from a Health Care Provider. PE/Dance/Systematics/ROTC teachers will be informed of the

length of excuse, and if the teacher needs to make any accommodations for your student. If your student has a health condition that causes him/her to miss PE/Dance/Systematics/ROTC class frequently, a note may be requested from a Health Care Provider.

***All injuries requiring any type of orthopedic support or device on campus must be reported with a medical note and cleared through the Health Office.*** If your student sustains a fracture and has a splint or a cast, or has been authorized by a physician to use crutches or a wheelchair while on campus, please check in with the nurse prior to the student returning to class. We will need a medical note regarding use of crutches or wheelchair on campus, as well as an activity restriction notice.

## HEALTH CENTER - COMMONLY ASKED QUESTIONS

### **When and how does my son/daughter access the Health Center?**

Students who become ill or need to see the nurse during the school day simply ask their teacher for a pass to the nurse. The health center is open from 7:30am – 2:30pm with the exception of 11:30am-12:15pm and 1:10-2:10 reserved for EMERGENCIES ONLY. Students must present the pass to the nurse upon their arrival and sign into the health center. PLEASE REMIND STUDENTS THAT THEY MUST PRESENT A PASS, THIS MEANS COMING TO THE HEALTH CENTER DURING PASSING PERIODS IS NOT ACCEPTABLE. Passes are not required before or after school, during lunch, or for daily medications.

### **How will I be notified if my son/daughter is sick?**

The students are permitted to use the health center phone to call a parent/legal guardian or someone identified in their emergency contacts AFTER speaking with the nurse. Please remind students to FIRST visit the health center THEN call a parent/guardian. Students who are going home must be signed out by the person picking them up. Students will be waiting in the health center where they can continue to be monitored and have rest.

Please encourage your student not to call from their cell phones because parents/legal guardians show up in the health center looking for their student and the school nurse is not aware of where the student is or of his/her status.

The school nurse is responsible for the entire student body as well as campus staff and visitors, because of this, students must be picked up within 30 minutes if at all possible. If there is no fever and the student is deemed non-contagious, he/she may be returned to class until someone is available to pick him/her up.

### **How does my son/daughter get excused from PE?**

The school nurse would like all students and parents to know that physical education is not only a required component of their education but also it is a critical component of their development physically and emotionally as young adults and with that in mind it is asked that you carefully consider whether an excusal is necessary or not. If you believe it to necessary then please be aware that that health center and the school nurse cannot excuse a student without;

- A written excuse from a parent or guardian – include the student’s full name, grade, date, and reason (good for up to 3 days if specified)
- A health care provider’s note if your son/daughter will need more than 3 days
- A beginning and end date must be on the provider’s note (it cannot say “until further notice”)

### **How do I change phone numbers, etc. on my emergency information?**

Emergency information sheets are sent home to be completed/updated during the first week of school. Any other time there is an update please notify the school nurse. Please call the school with any new information as it happens! Too many times, there will be an emergency and the school does not have the current phone numbers!

**What shots/immunizations does my son/daughter need?**

You will receive a letter of insufficient immunizations if your child needs to update his/her shot record. There is a due date in the letter as to when the shots must be done by. If written proof of immunization is not turned in by date due, the student will be suspended off campus until the shot has been given and the nurse receives written proof. Please see the school nurse to inquire as to what the current immunization requirements are for his/her particular grade. **All immunization requirements are also noted on the Health Center section of the school website.**

**What about medication?** (Please see the student handbook).

Unless specifically stated on the prescription that medication needs to be taken during the school day (ex: at lunch, noon or a specific time), it should be taken at home – *medications will not be given before or after school.* Missed medication doses (ex: morning doses) at home cannot be given by the nurse – the parent/guardian must bring it in and administer the medication to the student.

**When should I keep my son/daughter home?**

See “Illness/Communicable Disease” section

## STUDENT DISCIPLINE

(For complete information regarding Discipline, see Student’s Rights and Responsibilities Handbook found on our website and the district website)

### Philosophy of Student Conduct

A positive learning environment in our school begins with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of District/school/classroom guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. Respecting the rights and property of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and at school sponsored events. The student may be disciplined for off campus behavior that affects the school or the District in any way. To meet these goals, we enlist the support of our community.

### A.I.R. (Positive Behavior Program)

Preparing our young people for their future includes providing guidance and training on self-discipline and behavior. A school wide initiative will establish a healthy **AIR** on campus which will involve everyone on campus demonstrating the qualities of **A**ccountability, **I**ntegrity, and **R**espect. Our focus will be on recognizing the positive demonstrations of the qualities in students and adults throughout the campus as well as a renewed sense of pride in personal best. In the event a student makes a choice that results in disciplinary action, consequences will be given with the ultimate goal of improving/changing behavior.

All discipline referrals submitted to school administration/designee will begin with a conference with the student. In the case of suspension or expulsion, parents/legal guardians will be notified through the written referral form and by a personal phone call.

### Student Rights and Responsibilities Handbook Excerpts

The following are important excerpts from the *Student Rights and Responsibilities Handbook*. The handbook in its entirety is available via the school and district websites (dvhs.dvusd.org). Please be aware that students and parents/legal guardians are expected to review the entire handbook and return the signed Acknowledgements and Verifications sheet to the school. As a result of a student's inappropriate behavior and resulting disciplinary actions, suspensions may affect a student's academic standing.

## **School/Legal Agreement**

**The Deer Valley Unified School District does not tolerate drugs, weapons or threatening behavior. Any such act will result in a recommendation for long-term suspension or expulsion.**

The District has entered into agreements with various governmental agencies, whereby the District has agreed to cooperate fully with the governmental agency, when a student commits an act in violation of the law. The District will notify appropriate law enforcement agencies of violations of the law.

The Deer Valley Unified School District uses a progressive discipline philosophy. Progressive discipline at Deer Valley High School consists of: 1. Lunch detention/cleanup, 2. After-school detention/cleanup, 3. In-school suspension (on-campus reassignment, OCR), and 4. Off-campus suspension.

Please Note: Federal privacy laws prohibit the district from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents/legal guardians of other students.

## **Electronic Devices**

Many students want to have the privilege of carrying electronic devices on campus. With that privilege come the responsibilities of ensuring that those items are not used inappropriately or at inappropriate times on campus or on a bus. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by the teacher these items must be in the off position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device.

This is intended to promote the responsible use of all electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any electronic device that they bring onto DVUSD property or to DVUSD sponsored activities. Students should not share or loan electronic devices. If they do, they may be held responsible for any misuse of that device by another just as though it had remained in their possession.

DVUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

**No electronic device loss or theft investigations will be pursued by DVHS administration or staff.**

## **Safety Concerns**

Rollerblades, skateboards, scooters, GoPeds, etc., are prohibited on all Deer Valley Unified School District campuses. Schools will not store them.

## **Unacceptable Behavior**

When a District employee observes a student engaged in behavior that violates District policy, the employee is instructed to intervene either by requesting the unacceptable behavior cease or by immediately reporting the incident to the administration. Whenever the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the home, other educational supportive services and other professional community agencies may be utilized. Each teacher will have a discipline plan for his/her classroom. When a

student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Students who break rules outside of the classroom, at school sponsored events, or who make threats against the school or staff at any time, may be referred directly to the administration or its designee.

### **Year-To-Year Progressive Discipline**

Progressive discipline will be used in cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District.

### **Searches**

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity, when there is reasonable suspicion the search will result in the discovery of:

- "contraband" includes substances or materials prohibited by District/School policy or state law including, but not limited to drugs, drug paraphernalia, alcohol, and/or,
- any material or item which presents an imminent danger or physical harm or illness, and or
- any materials otherwise not properly in the possession of the student involved.

Arizona Revised Statutes References (A.R.S.):

### **A.R.S. §15-841: SUSPENSION AND EXPULSION OF PUPILS**

A teacher may refuse to readmit a student to class for either of the following conditions:

The teacher has documented that the pupil has repeatedly interfered with a teacher's ability to communicate effectively with other pupils in the class or with the ability of the other pupils to learn.

The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841.

**Reference DVUSD Board Policy JK-R:**

### **A.R.S. §15-507: ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL**

A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor.

**Reference DVUSD Board Policy GBGB-R**

### **Pursuant to A.R.S. § 41-1351:**

Please consider this official notification that all Education Records will be destroyed in four years according to A.R.S. § 41-1351 unless parents/legal guardians contact the Deer Valley Unified School district office. Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

## **BUS DISCIPLINE PROCEDURES**

Transportation is extended to students in the District as determined by District Policy EEAA. It is not a legal requirement except for transportation of special needs students as required by their Individual

Education Program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property as defined in the District Discipline Handbook (SRR). Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the Transportation Facility where there is adult supervision. Student(s) may be removed from the bus and the parents will be notified to pick up their child. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive. Schools are notified of bus suspensions.

Students are afforded due process/appeals of disciplinary action. Contact the Transportation Department for details.

Glass, animals, insects, balloons, and motorized scooters are not allowed on the bus. Electronic devices may not be used on the bus or at school.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable.

Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

**Bus Suspensions/Expulsions Due Process:**

In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them. Must have the opportunity to accept or deny the accusations.
- Must have explained to them the factual basis of the accusations.
- Must have an opportunity to present an alternative factual position if the accusation is denied.

### **Step 1:**

If the regional supervisor decides that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being suspended from the bus. A suspension cannot be imposed unless the infraction was seen by the driver, the student confessed, or an investigation by the regional supervisor/campus administrator has been performed to verify the facts. All parents/guardians are entitled to a meeting at their request.

### **Step 2:**

If the regional supervisor decides that the alleged misconduct is sufficiently serious so that the consequence should be a bus suspension in excess of ten (10) days, the parents/guardians may request a hearing within 48 hours to appeal the decision to the Director of Transportation. The Director of Transportation will conduct a hearing at which a reasonable amount of time will be given to allow all parties to present written and verbal information relating to the decision. After the appeal, the Director of Transportation will make the final decision.

Please see the Deer Valley Unified School District Rights and Responsibilities Handbook for positive intervention philosophy and discipline consequences:

<http://dvusd.schoolwires.net/site/Default.aspx?PageType=1&SiteID=4&ChannelID=45&DirectoryType=6>

### ***First Semester Schedule***

<b><i>Period</i></b>	<b><i>Class</i></b>	<b><i>Teacher</i></b>	<b><i>Room #</i></b>	<b><i>Notes</i></b>
<b><i>1</i></b>				
<b><i>2</i></b>				
<b><i>3</i></b>				
<b><i>4</i></b>				
<b><i>5</i></b>				
<b><i>6</i></b>				
<b><i>7</i></b>				

### ***Second Semester Schedule***

<b><i>Period</i></b>	<b><i>Class</i></b>	<b><i>Teacher</i></b>	<b><i>Room #</i></b>	<b><i>Notes</i></b>
<b><i>1</i></b>				
<b><i>2</i></b>				
<b><i>3</i></b>				
<b><i>4</i></b>				
<b><i>5</i></b>				
<b><i>6</i></b>				
<b><i>7</i></b>				